

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 April 1964

PERSONNEL

HN 20-90  
28 March 1963

QUALITY STEP INCREASES

1. GENERAL

- a. HN 20-79, Step Increases, explained requirements and procedures, consistent with the Federal Salary Reform Act of 1962, for granting regular step increases to employees whose work is of an acceptable level of competence.
- b. This notice announces requirements and procedures for granting step increases in recognition of high quality performance. Such increases, hereinafter referred to as quality step increases, are granted apart from and in addition to regular step increases. They are designed to encourage excellence by recognizing and rewarding the employee whose sustained work performance is above that characteristically found in the type of position concerned.

2. ELIGIBILITY. A quality step increase, consisting of one step within the pay range of his grade, may be granted to any GS-grade employee whose performance is determined to be of sustained high quality. No more than one quality step increase shall be granted to an individual within any period of 52 weeks.

- a. High quality performance is atypical and is characterized by an employee's performing the functions of his job with unusual proficiency and in a manner that substantially exceeds the normal requirements of his assignment. To establish eligibility for a quality step increase, an employee's work performance, when viewed as a whole, must be considered to be exceptionally strong and of a high degree of effectiveness.
- b. To warrant consideration for a quality step increase, high quality performance must be sustained for at least six months and must give promise of continuing.
- c. In determining the most suitable form of recognition for an employee whose performance meets the requirements for a quality step increase, consideration should be given to whether an Honor and Merit Award would be more appropriate. This might be the case, for example, if he is at the top step in his grade or is about to receive a regular increase to that step, or if he will not remain in Government service long enough to derive real benefit from a step increase.

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3. PROCEDURES

- a. An employee's supervisor may recommend that an employee be given a quality step increase by forwarding a memorandum through command channels to the Head of the employee's Career Service. The memorandum must state the supervisor's reasons for evaluating the employee's performance as of sustained high quality.
- b. The Head of the Career Service shall consider each recommendation and determine whether the employee's performance merits a quality step increase. If he determines that a quality step increase should be granted to the employee, the Head of the Career Service shall forward the supervisor's recommendation and his own statement of concurrence to the Director of Personnel.
- c. The Director of Personnel shall review the recommendation and, on determining that the granting of the increase meets Agency requirements, shall approve an action authorizing the quality step increase. He shall inform the Head of the Career Service of the action taken. The increase shall be effective at the beginning of the first bi-weekly pay period after its approval.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Deputy Director  
(Support)

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